

City of Keithsburg

SOLICITATION FOR
STATEMENT OF QUALIFICATIONS

For Design and construction engineering for the following:
Development of a Wetland Mitigation Site within the City of Keithsburg.

May 16/17, 2017

CITY OF KEITHSBURG
NOTICE TO ENGINEERING FIRMS
WETLAND MITIGATION DEVELOPMENT PROJECT

The City of Keithsburg is soliciting engineering firms for design and construction engineering services for the development of a mitigation wetland funded with Community Development Block Grant Illinois "IKE" Disaster Recovery Program dollars.

You are being provided a copy of the "Solicitation for Statements of Qualifications" on behalf of the City of Keithsburg from the Project Administrator, Bi-State Regional Commission, 1504 Third Avenue, Rock Island, Illinois, 61201, phone: (309) 793-6300 request extension 146 or 140 and e-mail gmcullough@bistateonline.org AND dbulat@bistateonline.org .

PROCEDURES & GENERAL REQUIREMENTS

Submittal Procedure:

Statement of Qualifications is to be submitted to:

Ms. Denise Bulat, Project Administrator
Bi-State Regional Commission
1504 Third Avenue
Rock Island, Illinois 61201

Qualifications are due by 3:00 p.m. on Tuesday, June 6, 2017 – Four Hard Copies/One Electronic on CD.

Contract:

This is a time specified project and if the selected engineering firm cannot meet set timeframes for the project, then the city has the right to negotiate with a subsequent firm.

Statement of Qualifications:

The Statement of Qualifications shall address the following items:

1. The name and address of the branch office(s) where the work would be performed by the consultant team.
2. The name and address of the branch offices or subsidiary firms.
3. A brief history of the consultant team.
4. Qualifications for the primary licensed staff to be assigned to the work.
5. Narrative description that addresses the abbreviated scope and evaluation criteria for three recent comparable projects with emphasis on successful wetland mitigation areas created by the consultant team along with references supporting this information and a summary of experience coordinating with the U.S. Army Corps of Engineers with these types of projects.

Questions:

Interested firms should contact Denise Bulat AND Gena McCullough at Bi-State Regional Commission by email at dbulat@bistateonline.org AND gmcullough@bistateonline.org with written questions. The deadline for questions is May 30, 2017. Questions with responses will be posted on the front page of the Bi-State Regional Commission website at www.bistateonline.org.

PROJECT SPECIFICATIONS

Available Information:

The City of Keithsburg received Community Development Block Grant (CDBG) Illinois "IKE" Disaster Recovery Program (IDRP). The city is requesting qualifications for design and construction engineering for the development of a mitigation wetland. The funding allotted by the State of Illinois for this project is \$296,000.

Abbreviated Scope of Services:

The City of Keithsburg is proposing engineering design and construction for development of a mitigation wetland to meet the full requirement of the United States Army Corps of Engineers (COE) (see attached project map, note only the wetland design and construction engineering is being procured with this RFQ).

Mitigation Site: Section 23, Township 13 North, Range 5 West; Keithsburg, Mercer County, Illinois. Datum NAD-83; UTM Zone 15, Northing 4 552 127, Easting 673 414. Latitude: 041.1019. Longitude: - 090.9349.

Mitigation Tasks (abbreviated):

Meet with the COE prior to project initiation and throughout the project.

Acquire all federal, state and local permits.

Create and plant approximately 8 acres of wetland with 200 hardwood trees. The wetland will be approximately 200 feet wide by approximately 1650 feet long. The earth in the area will be excavated to expose the high ground water table and to retain drainage. The area will also provide additional flood storage capacity.

Hardwood species include swamp white oak, sycamore, shellbark, hickory, and shagbark hickory. Other plantings include cattail, milkweed, cutgrass, switchgrass, millet, and bulrush. Submerged plantings include coontail and duckweed.

Prior to project construction a plan will be submitted to the COE which includes the schedule and plan for tree planting, photographs of the tree planting immediately following planting, and information on how the hydrology of the site will be maintained to support the wetland plantings.

Work will not proceed on the mitigation area without notification to proceed from the COE. The selected consultant will be required to assist in developing the above plans for the City and set a course of action for the City to follow to ensure adequate monitoring of the site is maintained for 10 years after completion of construction.

A wetland mitigation plan will be created for the City's use over 10 years. The plan will include an annual survey report of the mitigation site to determine survival rate of plantings for 10 years following construction. The report will be conducted by a qualified biologist and include survival rates of the required plantings and annual photographs during growing season. All planted trees and emergent species will be guaranteed for 85 percent survival for 10 years. All replacements will be the same kind, size, wildlife value and function as originally planted. The proposed project schedule is:

<u>Project Element</u>	<u>Completion Date</u>
Prepare engineering contract	June 2017
Prepare and submit any necessary permits	July – September 2017
Complete design	September 29, 2017
Bid Document Preparation/Letting	October no later than December 15, 2017
Complete Construction	October 15, 2018

Existing Data

A copy of all relevant existing information and records within or available to the city will be furnished at no cost to the selected consultant team. There have been some preliminary engineering documents prepared which will be made available. It is the consultant's responsibility to determine the information needed from that which is available and to collect any additional data which may be required. All additional data or information needs shall be the responsibility of the consultant for determination and collection. The city does not guarantee the accuracy of available existing data and leaves to the consultant the responsibility for verification and applicability of the existing data.

Department of Commerce and Economic Opportunity//HUD

In as much as federal Community Development Block Grant Illinois "IKE" Disaster Recovery Program dollars which are being administered by the Illinois Department of Commerce and Economic Opportunity are funding this project, the firm selected will be required to meet all requirements and federal assurances of HUD and the State of Illinois including those related to contracting, subcontracting, labor rates, equal opportunity, NEPA, environmental statutes, etc. A plan for the mitigation wetland must be approved by the U.S. Army Corps of Engineers (COE) prior to project letting. In the event the COE finds deficiencies with the selected firm's employment on this project, the city reserves the right to negotiate an agreement with another.

Fees and Compensation

Cost will not be considered in the selection process. Therefore, costs should not be submitted as part of this proposal. Costs for the preparation of the Request for Qualifications shall be borne by those submitting proposals. Quotation of fees and compensation is an activity that will occur after the consultant team is selected and will be a part of the consultant contract. Should interviews be necessary, they must include the major work task performers and project team leader.

Consultant Evaluation Schedule

Solicitation for Qualifications:	May 16/17, 2017
Qualifications Due:	June 6, 2017
Selection Meeting(s):	Week of June 12, 2017
Conduct Interviews if Needed:	Week of June 12, 2017
Select Consultant/Negotiate Contract:	Week of June 19, 2017
Enter into Contract:	July 10, 2017

Selection Procedure:

The City of Keithsburg will solicit engineering firms to submit project specific proposals. The City will review all submitted *Statements of Qualifications* and make the final decision of procurement of design and construction engineering. The Bi-State Regional Commission will not be an evaluator. If the City wishes, Bi-State will facilitate the City meetings for the process and summarize the City's evaluation scores.

Consultant Evaluation Criteria

All proposals will be evaluated and scored by a selection committee. Proposals will be ranked based on the qualifying categories and criteria outlined below with a maximum cumulative score of 100 points.

	Qualifying Categories	Possible Points
1.	Qualifications of Consultant Team: Training and qualifications of project manager and key personnel; Experience in handling similar projects; Experience with Community Development Block Grants, Experience with wetland mitigation design/construction	20
2.	Analysis of Project: Information requested in the RFQ was completely addressed in the proposal; Demonstrated an understanding of services required and exhibited a well devised plan of how project work will be accomplished from an environmental perspective	20
3.	Project Approach: Quality of project components; Thoroughness in addressing alternative solutions to technical/environmental challenges and design obstacles; problem-solving ability; innovative ideas for making the project go quickly, smoothly, on time, and on budget	20
4.	Availability of the Consultant Team: Capacity to integrate project into current workload; Ability to meet deadline requirements and adhere to the negotiated project schedule; Availability to keep city, COE, and appropriate representatives informed on the progress of the project, attend meetings on short notice and resolve issues in a timely manner	20
5.	References on Similar Projects: Experience with wetland mitigation projects as they relate to: Ability to communicate and cooperate with city, COE and Other permit agencies; Ability to maintain budgets and deadlines; Demonstrate end product met owner's requests and requirements; Overall quality of work.	20

